

7 FAM 1360 FEES FOR PASSPORT SERVICES

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7 FAM 1361 SCHEDULE OF FEES

U.S. Federal law requires consular officers to charge and collect for designated official consular services only such fees as are prescribed under Presidential authority, delegated to the Department of State, and reported annually to Congress (22 U.S.C. 4219). Those designated services and the rates or tariffs of those fees are set forth in the "Schedule of Fees for Consular Services-Department of State and Foreign Service", 22 CFR 22.1. The Schedule includes fees for passport services. Because the rates change periodically, specific rates are not quoted in 7 FAM , but the Schedule of Fees item numbers are referenced where appropriate.

7 FAM 1362 TYPES OF FEES

7 FAM 1362.1 Execution Fee

a. The fee for execution of a passport application appears as item 1 on the Schedule of Fees (22 CFR 22.1). Collect the fee from all applicants except those named in section 7 FAM 1362.1 , paragraph b.

b. Collect the execution fee when an application for a regular fee passport (see section 7 FAM 1311.3-1) is executed before a military officer authorized to accept passport applications under the Military Liaison System (see section 7 FAM 1332). The payment for both execution and issuance fees is attached by the military officer to the front of the application submitted to the appropriate post for issuance of the passport.

c. Do not collect an execution fee from an applicant abroad who is eligible for a passport without charge (see section 7 FAM 1364). In the United States applicants for issuance of passports without charge do not pay the execution fee unless they apply to a State official.

7 FAM 1362.2 Examination Fee

a. The fee for examination of a passport application appears as item 2 on the Schedule of Fees. This item applies only when a person executes the passport application before a local (foreign) official qualified to take oaths.

b. A Foreign Service post collects the fee for examination of an application after it has been executed before a foreign official. The post does not also collect the execution fee. Presumably the applicant already has paid a fee to the foreign official for execution of the application. For example, in the case of an adult applicant who executes an application before a foreign official, the 1987 fees would be \$7 (examination of the application) plus \$35 (issuance of the passport), for a total of \$42.

7 FAM 1362.3 Issuance Fee

a. The fee for issuance of a passport for persons 18 years of age or older is specified as item 3 of the Schedule of Fees. The fee for an applicant who is a minor is specified as item 4 in the Schedule of Fees.

b. Do not charge a fee to applicants who are eligible for no-fee passports (see section 7 FAM 1364).

7 FAM 1362.4 Waiver Fee

a. The fee for waiver of the passport requirement granted under 22 CFR 53.2 of the Travel Control Regulations appears as item 16 on the Schedule of Fees (see section 7 FAM 1316.3).

b. The waiver fee includes telegram expenses incidental to the service and covers the cost to the U.S. Government of performing the service.

7 FAM 1362.5 Extension or Amendment of Passport

Do not collect a fee for the extension or amendment of a passport. See Schedule of Fees, item 7.

7 FAM 1362.6 Verification of Passport

Do not collect a fee for the verification of a passport. See Schedule of Fees item 8.

7 FAM 1363 PAYMENTS AND RECEIPTS

7 FAM 1363.1 Manner of Payment

a. Passport fees abroad are paid in U.S. currency, traveler's checks payable in U.S. dollars, money orders, or U.S. dollar checks drawn on U.S. banks, not including foreign branches of U.S. banks.

b. U.S. dollar checks accepted for consular fees must be payable at par in the United States. That is, the amount of the check must be payable in full in the United States. U.S. dollar checks drawn on foreign banks are not acceptable.

c. The equivalent value of the fees in local currency is acceptable.

7 FAM 1363.2 Receipts

a. To comply with the Federal law (22 U.S.C. 4212), receipts are issued at post for all fees collected (see also 4 FAM 390 on cashier operations).

b. Additional fees are charged when a consular service is rendered away from the post or after regular duty hours. See the Tariff of Fees, item 93, for specific details.

7 FAM 1364 NO-FEE PASSPORTS

7 FAM 1364.1 Applicants Entitled to No-Fee Regular Passports

Subject to verification of the status which exempts them from payment, passports may be issued without charge to applicants in the following categories:

(1) A citizen civilian officer or employee of the U.S. Government proceeding abroad in the discharge of official duty;

- (2) A citizen military officer or enlisted employee proceeding abroad to a country requiring a passport in the discharge of official duties or assigned under the direct authority of the U.S. Chief of Mission in the country of assignment;
- (3) The members of the immediate family of a citizen civilian or military officer or civilian or military enlisted employee of the U.S. Government when accompanying or joining the officer or employee in the country of assignment;
- (4) The members of the immediate family of such an officer or enlisted employee of the U.S. Government, who is assigned abroad, for travel to the United States while such officer or employee is stationed abroad or proceeding to the United States in the discharge of official business;
- (5) American crewmembers employed on American vessels, when performing travel necessary for their employment, for which travel the possession of a U.S. passport is required;
- (6) An employee of the United Seamen's Service who requires a passport for travel to assume or perform official duties. The applicant shall submit with the application a letter from the United Seamen's Service certifying that employee is proceeding abroad on official business to provide facilities and services for American crewmembers employed on American Flag vessels;
- (7) The widows, children, parents, brothers, and sisters of deceased members of the U.S. Armed Forces buried abroad, who intend to travel abroad to visit the graves of such service members. The applicants for such passports should present letters from the American Battle Monuments Commission, Washington, D.C. 20310, naming the deceased American service members to whom the applicants claim relationship, and the place of burial in the foreign country. These passports are issued for the full period of validity, and may be used for later trips if the purpose of travel remains the same;
- (8) Members of patriotic societies, such as the Boy Scouts of America, traveling abroad to attend special anniversary meetings, on occasions when Congress has passed special legislation authorizing the issuance of no-fee passports to them;
- (9) Employees of the American National Red Cross (and their dependents) traveling abroad under assignment for cooperation with and assistance to the U.S. Armed Forces;
- (10) Peace Corps volunteers and trainees, and Peace Corps volunteer leaders (and their dependents) traveling abroad for the Peace Corps;
- (11) Employees of Non-Appropriated Fund Instrumentalities, (and their dependents), including the Army and Air Force Exchange Service, Army Motion Picture Service, Stars and Stripes, and Naval Supply System when such employees are proceeding abroad under assignment for cooperation with and assistance to the Armed Forces;
- (12) Department of Defense invitational orders personnel (professional entertainers, clergy, sports clinic personnel and military athletes); and
- (13) Next of kin of service members ill or injured abroad, and persons traveling abroad to participate in a court-martial.

7 FAM 1364.2 Applicants for No-fee Official and Diplomatic Passports

a. Applicants for no-fee official, and diplomatic passports (except courtesy diplomatic passports) do not pay the passport issuance fees. They pay the execution fee when they apply to a State official in the United States.

b. Applicants for courtesy diplomatic passports pay the regular passport execution and issuance fees.

7 FAM 1364.3 Resident American Staff Employees not Entitled to No-fee Passports

7 FAM 1364.3-1 Temporary or Limited Duty Employees

U.S. citizens hired overseas for temporary or limited duty at Foreign Service posts, commonly known as resident American Staff employees, are entitled only to regular fee passports. The basis for the holding is that their residence abroad is primarily for reasons other than their employment in the Foreign Service, and, also, that they are not required to travel outside the country of employment on official business.

7 FAM 1364.3-2 Employees on Worldwide Availability Status

If the status of a resident American Staff employee is changed by the Department to that of worldwide availability, which means eligibility for transfer to a post in another country, the employee would be entitled to a no-fee passport at the time the transfer becomes effective. The individual's employment status would determine the type of passport issued.

7 FAM 1364.4 Use of No-Fee Passports for Personal Travel

a. The Department does not authorize the issuance of no-fee passports solely for personal travel of officers or employees of the U.S. Government or members of their immediate family. When passports are required for such travel, they are issued on a full-fee basis.

b. U.S. Government officials and members of their families who hold valid no-fee passports and who are traveling on official business abroad or who are on assignment abroad are not required to obtain regular passports for incidental personal travel.

c. The personal travel must be such that the use of no-fee passports is not questioned by the foreign government.

7 FAM 1365 REFUND OF PASSPORT FEES

7 FAM 1365.1 Refund For Erroneous Charge

The fee for execution of a passport application may be refunded only if it is shown that such fee was charged erroneously.

7 FAM 1365.2 Written Request Required

An individual applying at an overseas post for the refund of a fee paid for a passport service (see 22 CFR 51.63) must submit a written request bearing the individual's own signature and postal address.

7 FAM 1365.3 Refund of Fees Paid in the United States

a. The Department (CA/EX/RES/AT) will approve a request for refund of a collected passport fee and make a refund to:

(1) Any person exempt from the payment of passport fees from whom fees were erroneously collected;

(2) Any passport bearer refused a visa within the United States by the appropriate officer of a foreign government, provided that the unused passport is returned and a written request for refund is made within 6 months of the date of issue of the passport;

(3) Any applicant whose passport is not issued; and

(4) The executor or administrator of the estate of the deceased bearer of an unused passport. (See 22 CFR 51.64.)

b. Posts shall refer to the Department (Attn: CA/EX/RES/AT) all requests for refund of a fee for passport services when the collection of the fees was made in the United States, or the request is to correct an error alleged to have been made by a passport issuing officer in the United States.

7 FAM 1365.4 Refund of Fees Paid Abroad

7 FAM 1365.4-1 Refund at Post Where Fee Was Collected

Requests to recover passport fees collected by Foreign Service posts, or to correct errors alleged to have been made by consular officers in the collection of fees, must be submitted to the post where the collection was originally made (22 CFR 22.6, as amended), effective August 10, 1987. See 4 FAM 325.2-7 for instructions on refund of unused Suspense Deposits Abroad (SDA) account fees collected.

7 FAM 1365.4-2 Referral By Other Posts

a. If a request for a refund is made at a post other than the post which originally collected the fee, forward the request to the post which collected the fee.

b. If the post at which the collection was originally made is no longer open or for other good reason review by the responsible consular officer under the cited provisions of 7 FAM is not practicable, refer the request for refund to the Department (CA/EX/RES/AT), for appropriate action.

7 FAM 1365.5 Limitation on Amount of Refund

a. Effective August 10, 1987 the Department of State has amended its regulations to provide that refunds of consular fees or other payments for excess amounts totaling \$5.00 or less will not be made unless specifically requested at the time of payment by the person who has overpaid (Federal Register, Final Rule, Vol. 52, No. 153, August 10, 1987; see section 7 FAM 1365.3). This amendment, which also applies to passport fees, eliminates the Department and Treasury cost of processing and mailing checks that is not commensurate with the amounts involved. b. The term "fees or other payments" mentioned in the regulation refers only to money paid for items in 22 CFR Part 22, Schedule of Fees, not to any monies received by the Department or a Foreign Service post as trust funds, which are only held by the U.S. Government, acting in a fiduciary role, for the remitter(s).

c. The Department and Foreign Service posts will continue to refund automatically payments of \$5.00 or more for any amount paid because of misinformation or error on the part of a U.S. Government official and for any amount paid for a service which was not provided.

d. 22 CFR 51.64 gained the following new paragraph:

(e) For procedures on refunds of \$5.00 or less see Sec. 22.6(b) of this title.

e. 22 CFR 22.6 was revised to include:

(b) Refunds of \$5.00 or less will not be paid to the remitter unless a claim is specifically filed at the time of payment for the excess amount. An automatic refund on overpayments due to misinformation or mistakes on the part of the Department will be made.

f. The execution fee is not refundable (22 CFR 51.66).

7 FAM 1365.6 Undeliverable Refund Checks

The U.S. Treasury notifies the Department (CA/EX/RES/AT) when a refund check has been returned to Treasury as undeliverable. Undeliverable refund checks returned directly to Foreign Service posts must be forwarded to the Department (CA/EX/RES/AT) for onward routing to Treasury. See 4 FAM 325.2-9 for instructions on responding to subsequent requests for refunds.

7 FAM 1366 THROUGH 1369 UNASSIGNED

